

Classification and Compensation Study Frequently Asked Questions

1. Why is the state undertaking a classification and compensation study?

The 2013 Comprehensive Personnel Study Report prepared by The Segal Group recommended several solutions to improve the state's personnel system. One of the recommendations included an evaluation and update of the state's Executive Branch Classified Service job descriptions and pay schedules, as many of the current descriptions are out of date and do not accurately reflect the work performed. We need an updated system that is flexible, simple, and easy to understand.

2. Who is conducting the study?

After a competitive bid process, Gallagher Benefit Services, Inc. (GBS) was selected to complete the study and propose recommendations to redesign the classification and compensation system. A national consulting firm, GBS has experience completing similar studies in other cities and states, including Baltimore, Vermont, and New York. Union leaders, business representatives, and state employees are serving on an Advisory Committee to monitor the study.

3. Why should I complete a Position Description Questionnaire (PDQ)?

The PDQ contains thirteen questions that ask for your opinion regarding your current job duties, responsibilities, and knowledge and skills needed. The best way to develop a modern job classification system is to ask you for your opinions on your assigned duties and related responsibilities that you perform every day.

By providing your opinion regarding your job duties, the consultants will be able to recommend a job description that suits those duties and responsibilities. If you do not complete a PDQ, the updated proposed job descriptions may not accurately reflect your duties. Your answers to the PDQ will not adversely affect your pay.

4. Is the PDQ required?

Though not required, the PDQ is an effective way for employees to report what they do on a day to day basis and will be very helpful in identifying changes necessary to our current classification system.

5. How long will it take to complete a PDQ?

The thirteen questions ask you to think about and provide descriptions about the required duties for your job. The consultants estimate that it will take two hours to complete a PDQ.

6. When and how do I complete my PDQ?

The PDQ can be completed online, on paper for those without access to a computer, or in groups for those job titles held by multiple employees. An instructional video describing the questions and process is available on the Division of Human Resources website at <http://www.hr.ri.gov>.

Employees may complete the PDQ during normal business hours or on your own time beginning on October 29 and submitted no later than November 12, 2014. The Division of Human Resources has reserved computer labs at several state buildings from 8:30 am to 4:30 pm throughout the two week timeframe. A schedule is posted at

<http://www.hr.ri.gov/stateemployee/hrclassstudy.php>. HR staff will be available in the computer labs to assist in the completion of an individual PDQ or to facilitate a group PDQ.

7. Why should I complete a group PDQ?

This is optional; however, it will help provide a fuller picture of the duties and responsibilities of several people that hold your job title. This will help the consultants find similarities and differences within and among job classifications statewide.

8. Where can I find my current job description?

Executive Classified Branch Service job titles and descriptions can be found on the Division of Human Resources website at <http://www.hr.ri.gov/classification/descriptions/>.

9. Who should I contact if I have questions about this study or the PDQ?

The Division of Human Resources has created an email account for questions regarding this study. If you have a question about the study or the PDQ, send an email to doa.hrclass@hr.ri.gov.

10. Who can view the PDQs?

Your immediate supervisor, defined as the person who authorizes your absences and time and attendance, will review your responses. The next level of management will review the PDQ if your immediate supervisor has comments on your PDQ. Department directors and Division of Human Resources staff can review completed PDQs at any time in the process.

11. What do I do with my completed PDQ?

Follow the directions on the PDQ. Those directions instruct you to email your completed PDQ as an attachment to your immediate supervisor, defined as the person who authorizes your absences and time and attendance, for review. After reviewing your responses, your supervisor will send the PDQ to the Division of Human Resources if there are no additional comments. If there are comments identified in the PDQ, it will be sent to the next level of management, then on to the Division of Human Resources.

The goal is to develop clear job descriptions, so with the input of the employee, immediate supervisor, and next level manager, a robust classification system will be proposed. Again, your answers to the PDQ will not adversely affect your pay.

12. When will the results of the study be available?

The PDQ is one step in a long process to review our state personnel classification system, which began with the funding for the Comprehensive Personnel Study Report in 2012. The consultants will provide recommendations for the new classification and compensation system in the fall of

2015, which will be reviewed and discussed by management and labor to develop a path forward for implementation.

As additional questions are submitted, this FAQ will be updated to reflect those questions and will be made available on the state's HR website at <http://www.hr.ri.gov/stateemployee/hrclassstudy.php>.